

# 2014 LOCAL CAPABILITIES ASSESSMENT FOR READINESS (LCAR)

## Section 1.0

### HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA) and HAZARD MITIGATION

1.1 The locality or region has an approved current hazard mitigation plan.

- Yes
- No

1.2 The jurisdiction participates in or has the following:

- National Flood Insurance Program (NFIP)
- Certified Floodplain Manager (CFM)
- Community Rating System (CRS)
- None of the Above

1.3 The jurisdiction targets repetitive loss properties for mitigation?

- Yes
- No
- Not Applicable

If yes, does the jurisdiction track repetitive loss properties in declared and undeclared events?

- Yes
- No

1.4 The jurisdiction has a Pre-Disaster Hazard Mitigation Program.

- Yes
- No

1.5 The jurisdiction is a StormReady Community.

- Yes
- No

1.6 The jurisdiction tracks Tier II annual reports.

- Yes
- No

## Section 2.0

### RESOURCE MANAGEMENT and LOGISTICS

2.1 The jurisdiction has a current policy in place to manage solicited and convergent volunteers.

- Yes
- No

2.2 The jurisdiction has a current policy in place for managing donated goods and services.

- Yes
- No

2.3 Staging areas, sites, or points of distribution (PODs) have been pre-identified and documented for receiving resources.

- Yes
- No

2.4 Staff has knowledge of State resources available under State Emergency Services Contracts.

- Yes
- No

2.5 The jurisdiction has current local emergency services contacts in place.

- Yes
- No

If yes, check all that apply

- Debris Management
- Heavy Equipment
- Generators
- Meals Ready to Eat (MREs)
- Tarps
- Ice
- Water
- Others, please list in comment box

2.6 Does the jurisdiction promote and/or develop intrastate mutual aid agreements (MAAs) and assistance agreements throughout the Commonwealth?

- Yes
- No

Check all MAAs that apply:

- MAAs with the private sector?
- Are there MAAs with Non-Profit Organizations?

2.7 Does the jurisdiction promote and/or develop interagency mutual aid agreements and assistance agreements throughout the jurisdiction?

- Yes
- No

Check all MAAs that apply:

- Private sector?
- Non-Profit Organizations?

2.8 Does the jurisdiction inventory its response assets?

- Yes
- No

If yes, what disciplines are represented in your response inventory? (Check all that apply)

- Animal emergency response
- Emergency medical system
- Fire
- Hazmat
- Incident management
- Law enforcement
- Search and rescue
- Public health and medical
- Public Works

**2.9 Does the jurisdiction type its response assets to conform to Tier 1 NIMS National Resource Typing Definitions, as available on the FEMA website: <http://www.fema.gov/national-incident-management-system>?**

- Yes
- No

**2.10 Does the jurisdiction have a process to determine availability of response assets in accordance with Tier 1 NIMS National Resource Typing Definitions, as available on the FEMA website: <http://www.fema.gov/national-incident-management-system>?**

- Yes
- No

**2.11 All mutual aid, SMA, and EMAC resources that are potentially available for deployment are entered into VDEMs WebEOC Resource Manager.**

- Yes
- No

### **Section 3.0 PLANNING**

**3.1 The jurisdiction has a current Emergency Operations Plan (EOP).**

- Yes, year adopted: \_\_\_\_\_
- No

**3.2 Does the jurisdiction review and revise plans to incorporate NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) components, principles, and policies?**

- Yes
- No

**3.3 The EOP addresses Emergency Action Plans (EAPs) developed by dam owners.**

- Yes
- No
- Not Applicable

**3.4 The jurisdiction has developed a Continuity of Operations Plan (COOP).**

- Yes
- No

**3.5 The EOP addresses issues relating to Special Needs Populations.**

- Yes
- No

**3.6 The EOP addresses Pet and Animal Care and Control.**

- Yes
- No

**3.7 If there is a state institution of higher education (IHE) in the local jurisdiction is the IHE's emergency and crisis plan integrated into the local emergency management program?**

- Yes
- No
- Not Applicable

**3.8** Do you have a Local Emergency Planning Committee (LEPC)?

- Yes
- No

If yes, how often do they meet?

- Monthly
- Quarterly
- Biannually
- Annually
- Never
- Other

**3.9** Jurisdiction establishes and maintains routine communications with the local health district in regard to public health issues or emergencies.

- Yes
- No

**3.10** Jurisdiction is kept current with appropriate training, regulations and exercises concerning Mass Care and Sheltering.

- Yes
- No

**3.11** Jurisdiction has open and regular communications with electric / power companies in jurisdiction boundaries.

- Yes
- No

## **Section 4.0**

### **DIRECTION, CONTROL, AND COORDINATION**

**4.1** EOC activation and operating procedures are developed and tested annually via real event activation or planned exercise.

- Yes
- No

**4.2** The jurisdiction has a mobile command post which allows for direction, control, and coordination at the site of the event.

- Yes
- No

**4.3** Has the jurisdiction formally adopted, and / or maintained the adoption for Fiscal Year (FY) 2014, the National Incident Management System(NIMS) as its all-hazards incident management system?

- Yes
- No

## Section 5.0

### COMMUNICATIONS AND WARNING

5.1 Existing EOC communication systems are interoperable with:

Check all that apply:

- Other jurisdictions' EOCs
- Virginia Emergency Operations Center (VEOC)
- EAS Broadcasts/Cable Over-ride
- Other agencies and organizations (federal, Red Cross, National Weather Service)
- On-scene emergency response operations

5.2 Written procedures exist to coordinate available public and private communication systems and equipment (RACES and ARES).

- Yes
- No

5.3 Alternate reliable communication warning systems are available for use in an emergency. (Instaphone, NAWAS, SWAN, VAWAS, WAWAS, satellite phone, etc.).

- Yes
- No

5.4 The jurisdiction has a Mass Notification System (Reverse 911, Code Red, etc.).

- Yes
- No

5.5 Does the EOC communication infrastructure include at least one of the following?

- Yes
- No

**Check all that apply:**

- Dial-Up
- Broad Band
- T-1
- Satellite
- Wireless
- Air Card
- VPN
- Tethering

## Section 6.0

### OPERATIONS

6.1 Identify the status of Standard Operating Guideline/Procedures in regard to Emergency Operation Plan (EOP) and Emergency Operations Center (EOC) operations.

- Fully capable
- In process of developing additional plans
- Some developed although have NO intention of developing additional plans
- Have identified need but require additional assistance
- No plans have been developed or in development

### *WebEOC*

**6.2** Does your jurisdiction have its own internal crisis management software system?

- Yes
- Interested, but do not have the available resources
- No

**6.3** How many user accounts does your jurisdiction have in the Virginia Department of Emergency Management crisis management system, WebEOC?

- 1-2
- 3-10
- 10 or more

**6.4** Describe proficiency for your jurisdiction in usage of WebEOC, the Virginia Department of Emergency Management crisis management system.

- Capable
- Somewhat Capable
- Not Capable

### *Search and Rescue (SAR)*

**6.5** Local law enforcement has knowledge of available state Search and Rescue resources.

- Yes
- No

**6.6** Jurisdiction understands the process of requesting resources through the Virginia Emergency Operations Centers?

- Yes
- No

**6.7** Jurisdiction has personnel trained in Management of Land Search Operations (MLSO).

- Yes
- No

### *Statewide Mutual Aid (SMA)*

**6.8** Jurisdiction has provided VDEM an updated SMA Point of Contact list within the past year.

- Yes
- No

**6.9** Jurisdiction understands the proper process of requesting SMA.

- Yes
- No

**6.10** Jurisdiction primary SMA Point of Contact **AND** Emergency Management Coordinator understands the financial obligations of requesting SMA.

- Yes
- No

### *Emergency Operations Center (EOC)*

**6.11** Identify *primary* Emergency Operations Center (EOC) type/facility:

- Permanent, fully dedicated facility
- Multipurpose room (with communication equipment and necessary supplies/equipment)
- Pre-Checked location, with no capabilities
- No, jurisdiction has no identified EOC

**6.12** Identify *alternate* Emergency Operations Center (EOC) type/facility:

- Permanent, fully dedicated facility
- Multipurpose room (with communication equipment and necessary supplies/equipment)
- Pre-Checked location, with no capabilities
- No, jurisdiction has no identified EOC

**6.13** Does your jurisdiction's EOC have a back-up power supply?

- Yes
- No

**6.14** Is your jurisdiction's EOC in need of upgrades and/or renovation?

- Yes
- No

Comments:
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**6.15** Does jurisdiction have access to Homeland Security Information Network (HSIN)?

- Yes
- No

*Geographic Information System (GIS)*

**6.16** Is the use of GIS (GIS staffing, SOPs, incorporation in exercises/incident response, planning process and familiarity with EOPs) a part of emergency management operations?

- Yes
- No

**Section 7.0**  
**TRAINING**

**7.1** The jurisdiction conducts an annual training needs assessment.

- Yes
- No

**7.2** The jurisdiction ensures that future course designs, training needs, performance problems and training gaps are addressed.

- Yes
- No

**7.3 Have National Incident Management Systems (NIMS) concepts and principles been incorporated into all appropriate jurisdiction training?**

- Yes
- No

**If yes, which of the following has been incorporated? (Check all that apply)**

- Flexibility
- Scalability
- Standardization
- Interoperability and compatibility
- Resource management
- Incident command
- Multiagency coordination
- Public information

**7.4** The jurisdiction maintains training records (personnel trained, courses completed, & certificates).

- Yes
- No

**7.5** The jurisdiction provides/offers training to all personnel with assigned EM responsibilities.

- Yes
- No

**7.6** The Emergency Management Coordinator and/or Principal Deputy Coordinator attended the 2013 Virginia Coordinators Briefing.

- Yes
- No

**7.7** What is the highest Federal Emergency Management Agency (FEMA) Professional Development Series level obtained by the Emergency Management Coordinator?

- Advance Professional Series
- Professional Development Services
- None

**7.8** What is the highest Federal Emergency Management Agency (FEMA) Professional Development Series level obtained by the Principal Deputy Emergency Management Coordinator?

- Advanced Professional Series
- Professional Development Series
- None

**7.9** What percentage of active firefighters is trained in Hazardous Material *Awareness*?

- 76-100
- 51-75
- 26-50
- 00-25

**7.10** What percentage of active firefighters is trained in Hazardous Material *Operations*?

- 76-100
- 51-75
- 25-50
- 00-25

**7.11** What percentage of active firefighters is trained in Hazardous Material *Technician*?

- 76-100
- 51-75
- 25-50
- 00-25

**7.12** Has the jurisdiction implemented a training program to ensure that the appropriate emergency/incident response personnel, as identified in the *NIMS Training Program*, receive National Incident Management Systems (NIMS) training in accordance with their incident management responsibilities?

- Yes
- No

**7.13** The Emergency Management Coordinator has completed the following ICS courses, check all that apply:

- ICS 100, ICS, 200, ICS 700, and ICS 800
- ICS 300
- ICS 400

## **Section 8.0**

### **EXERCISE, EVALUATIONS, AND CORRECTIVE ACTIONS**

**8.1** Jurisdiction has a current 3-year exercise and training plan.

- Yes
- No

**8.2** Have NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) concepts and principles been incorporated into all appropriate jurisdiction exercises?

- Yes
- No

**If yes, check the items that apply:**

- Flexibility
- Scalability
- Standardization
- Interoperability and compatibility
- Resource management
- Incident command
- Multiagency coordination
- Public information

**8.3** Jurisdiction has exercised the Emergency Operation Plan (EOP) via real event activation or planned exercise within the past year.

- Yes
- No

**8.4** Jurisdiction participated in 2014 VDEM managed regional Improvement Planning Workshop (IPW).

- Yes
- No

**8.5** Jurisdiction participated in or plans to participate in a VDEM managed regional HSEEP exercise in 2014, if yes what role: Check all that apply

- Player
- Evaluator/Controller
- Planning Member
- Observer
- Did not participate

*Please provide Location and Date:*

**8.6** Jurisdiction has implemented comments from HSEEP Improvement Plan.

- Yes
- No
- Did not participate

**8.7** Jurisdiction has had an exercise event within the past year that exercises 100% of the EOC staff.

- Yes
- No

**8.8** Jurisdiction participated in or conducted a non-VDEM exercise in 2014?

- Yes
- No

If yes, select core capabilities that were evaluated.

- Planning
- Public Information and Warning
- Operational Coordination
- Forensics and Attribution
- Intelligence and Information Sharing
- Interdiction and Disruption
- Screening, Search and Detection
- Access Control and Identity Verification
- Cybersecurity
- Physical Protective Measures
- Risk Management for Protection Programs and Activities
- Supply Chain Integrity and Security
- Community Resilience
- Long-term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threat and Hazard Identification
- Critical Transportation
- Environmental Response/Health and Safety
- Fatality Management Services
- Infrastructure Systems
- Mass Care Services
- Mass Search and Rescue Operations
- On-scene Security and Protection
- Public and Private Services and Resources
- Public Health and Medical Services
- Situational Awareness
- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

**Section 9.0**

**CRISIS COMMUNICATIONS, PUBLIC EDUCATION, AND INFORMATION**

**9.1** Jurisdiction has an active Public Outreach Program.

- Yes
- No

**9.2** Jurisdiction has an active Community Emergency Response Team (CERT) Program.

- Yes
- No

**9.3** Jurisdiction participates in annual Statewide Tornado Drill.

- Yes
- No

**9.4** Jurisdiction outreach program has the ability to educate/notify Special Needs Populations.

- Yes
- No

If yes, check all that apply:

- Visually Impaired
- Hearing Impaired
- Elderly
- Medical
- Non-English Speaking
- Home Bound
- Low Income

**9.5** Jurisdiction has at least one current staff member who has completed the Basic Public Information Officer course.

- Yes
- No

**9.6** Jurisdiction has a designated Public Information Officer (PIO).

- Yes
- No

**9.7** Jurisdiction has a dedicated local community-based EM website.

- Yes
- No

**9.8** Jurisdiction has a Public Inquiry System (rumor control hotline, etc.).

- Yes
- No

**9.9** Jurisdiction has written procedures for disseminating and managing public information in disasters.

- Yes
- No

**9.10** Jurisdiction has written procedures to establish and operate a Joint Information Center (JIC).

- Yes
- No

**Section 10.0**  
**ADMINISTRATION AND FINANCE**

**10.1** What approximate percentage of time does the EM Coordinator devote to emergency Management?

- 100%
- 75%
- 50%
- 25%

**10.2** What is the Full-Time Equivalent (FTE) of total emergency management staff? Write your answer in the comment box. Write your answer in

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*Examples:*

If you have one staff member who dedicates 50% of their time to EM the FTE = 0.50

If you have two staff members who dedicates 75% of their time to EM the FTE = 1.50

If you have one staff member who dedicates 100% of their time to EM the FTE = 1.00

**10.3** Emergency Management activities fall under which department or agency in your jurisdiction?

- Emergency Management, stand alone organization
- Fire Department
- Police/Sheriff Department
- Other, \_\_\_\_\_

**10.4** The governing body has designated an authorized agent by resolution to act on behalf of the jurisdiction for public assistance.

- Yes
- No

**10.5** Jurisdiction has pre-designated locations for a Disaster Recovery Center (DRC).

- Yes
- No

**10.6** Jurisdiction maintains written policies and has trained personnel to track down related expenses for disaster recovery cost.

- Yes
- No

**10.7** The Emergency Management Coordinator has direct access to the Director of Emergency Services.

- Yes
- No